

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

PART A: INFORMATION ABOUT YOUR CLUB

CLUB DETAILS	
Club name	Hartpury Football Club
League	Southern League Division 1 – South & West
County FA	Gloucestershire
Approx. No. of U18 players playing open-age football:	13
Approx No. of U18 players involved in linked affiliated youth teams (where applicable):	20
Approx No. of participants within the 16-19 academy / education provision (where applicable):	N/A



CLUB SAFEGUARDING POLICIES AND PROCEDURES IN USE	YES	NO
Safeguarding children	X	
Adults at risk	X	
Social media use	X	
Use of photograph and filming	X	
Anti-bullying	X	
Code of Conduct, including acceptable behaviour	X	
Equality, diversity, and inclusion	X	
Managing challenging behaviour	X	
Matchday safeguarding plan	X	
Data/Information sharing	X	
Complaints	X	

CLUB WELFARE OFFICER (ADULT TEAMS)	
Name:	Shaun Gluyas
Email:	Shaun.Gluyas@Hartpury.ac.uk
Phone:	01452 702147

CLUB BOARD SAFEGUARDING CHAMPION	
Name:	Chris Knowles
Email:	Christopher.knowles2@hartpury.ac.uk
Phone:	01452 702633

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

PART B: SAFEGUARDING RISK ASSESSMENT

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
1. CLUB ORGANISATION & LEADERSHIP						
Policy and Procedures	<p>Safeguarding procedures are not known by all visitors to the club and members of the club.</p> <p>Staff within club are unaware of their safeguarding responsibilities.</p>	High	<ul style="list-style-type: none"> A club Safeguarding Policy exists, which fits the context of club. The Safeguarding Policy is reviewed at board level on annual basis. The Safeguarding Policy is widely shared with staff, volunteers, and players. The Safeguarding Policy is public facing on the club website and paper copy available from the football office for all. Facility has 24/7 wardened support with direct contact. 	Welfare Officer / Safeguarding Champion / Chairman	Low	<p>June 2026 Academy Manager</p> <p>Website Editor</p>
Board level strategic Oversight	Where safeguarding is not championed from the top level of a club it's importance may not be realised by those working within it.	Medium	<ul style="list-style-type: none"> The club have appointed a Board Safeguarding Champion with suitable knowledge, skills, and experience. The Board Safeguarding Champion regularly engages with the Club Welfare Officer (Adult Teams) and / or assistant(s). Facilities set with an academic establishment. 	Welfare Officer / Safeguarding Champion / Chairman	Low	June 2026 Welfare Officer
Visibility of the named safeguarding person* (*Club Welfare Officer- Adult Teams or another local title)	<p>Without visibility of the Club Welfare Officer (Adult Teams) people may not know who to contact in the case of a safeguarding concern.</p> <p>U18s may not be listened to and where abuse exists, it may continue.</p>	Low	<ul style="list-style-type: none"> The Club Welfare Officer's (Adult Teams) name and method by which they are contactable are available via the club website. Welfare officer is circulated to all staff and players via email. Club Welfare Officer (Adult Teams) is accessible and is active within the club to ensure safeguarding has high visibility. 	Welfare Officer / Safeguarding Champion	Low	June 2026 Welfare Officer

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
Codes of conduct	<p>Unacceptable behaviour that could physically or emotionally damage individuals could go unchallenged.</p> <p>Poor safeguarding culture becomes normalised.</p>	High	<ul style="list-style-type: none"> Codes of Conduct are in place and available on request. Codes of Conduct are shared and agreed to annually with all staff / volunteers / players. Procedures are in place to report a breach of the Codes of Conduct and respond to such breaches. 	Secretary	Low	June 2026 Academy Manager
2. OPERATIONAL RISKS						
Under 18 Consent (Participation, signing, photography, commercial activity, sharing of information, medical)	<p>Parents / carers unaware of their child's involvement.</p> <p>U18 with protection orders could be identified and location recognised.</p> <p>U18 may not be prepared for media interest / exposure – which may not all be positive.</p> <p>Potential previous injury.</p>	High	<ul style="list-style-type: none"> Appropriate consent forms are obtained from the U18 player / and their parent / carer in line with FA Safeguarding Guidance Note 8.2. FA Safeguarding Guidance Note 8.3. Media content is checked by staff from club channels Medical consent from the U18 player / and their parent / carer, along with emergency contact information is collected in line with FA Safeguarding Guidance Note 8.2. Medical information is gathered in the player registration form and reviewed annually. 	Media manager / Secretary / Youth Academy Manager	Low	June 2026 Academy Manager
Medical (Provision of)	An U18 does not receive appropriate medical care and attention.	High	<ul style="list-style-type: none"> Medical Emergency Action Plan is in place and adhered to. All events, training and matches have an appropriately trained person responsible for the delivery of first aid. Medical staff are recruited following a safer recruitment process, have undertaken appropriate DBS checking and follow the club Code of Conduct. All Medical staff have induction and understand club safeguarding expectations and how they should raise a concern. Medical care is provided in line with FA Safeguarding Guidance Note 5.10. 	Coach / 1 st Team therapist / Sports academy staff	Low	June 2026 Academy Manager

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
Additional needs (Consent / information sharing)	Lack of awareness of an individual's additional needs may result in these not being met.	Medium	<ul style="list-style-type: none"> Additional needs information is gathered through player registration form or induction meeting. Where additional needs are identified an appropriate member of club staff to speak to U18 player / and their parent / carer about supportive procedures and processes that will be put into place. Additional needs information shared with those who need to know / are working directly with the player. Data collected and stored in secure medical cabinet Additional information accessed on Staff advantage 	U18 Coach / Sports Academy Staff	Low	Academy Manager
Communications	<p>Risk of unwanted or inappropriate contact through in correct channels</p> <p>Risk exposure to inappropriate content.</p>	Medium	<ul style="list-style-type: none"> Appropriate consent forms obtained from the U18 player / and their parent / carer. Where team chat groups e.g. WhatsApp exist, an appropriate member of club staff reminds adult players about their expectations and conduct in relation to this. All players (adult and U18) reminded about how to raise a concern. The club follow FA guidance on Digital Communications and Children Communication managed through teams app and email – Parents have access if require for U18 Senior team have an emergencies WhatsApp group if required. 	Management / U18 Coach / Secretary	Low	June 2026 All Staff
Staff / Volunteer suitability	Risk of unsuitable adults gaining access to and working with vulnerable participants	Medium	<ul style="list-style-type: none"> Club have a recruitment and selection process that aligns to the FA recommended process and is followed consistently. DBS checks are undertaken promptly for those who require them and before they start carrying out any DBS regulated activity. 	Welfare Officer / Safeguarding Champion / HR Staff / Maanagement	Low	June 2026

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
			<ul style="list-style-type: none"> When engaging volunteers who are U18 consideration is given to the fact they are legally children. 			
Supervision (Inappropriate supervision of U18)	U18 are not appropriately supervised.	Medium	<ul style="list-style-type: none"> The FA and Child Protection in Sport Unit supervision ratios are adhered to – Changing room managed DBS guidance related to U18 players is followed. U18 player always have access to a named point of contact. 	Management / Coaches / Staff	Low	
Changing rooms (Open-Age team with adult and U18 players)	<p>Risk of unwanted or inappropriate contact.</p> <p>Photos taken in changing room and circulated without consent/used inappropriately e.g., sexual images/bullying/exploitation. Initiation activities with U18s.</p>	Medium	<ul style="list-style-type: none"> An appropriate member of club staff speaks to U18 player(s) and ensures they are given the choice as to whether they want to shower / change at the same time as adult players. Alternative arrangements offered to U18 player –this may include the option to travel to game changed, change before adult teammates, or use a separate changing space. Appropriate member of club staff speaks with adult players re. expected behaviours, aligned to club Code of Conduct and use of mobile phones (cameras) Consent from U18 players / and their parent / carer is given. 	Sports Academy / Matchday Management	Low	June 2026 Academy Manager
Travel (Open-Age team with adult and U18 players)	<p>An U18 player may not feel comfortable to travel with adults.</p> <p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p>	High	<ul style="list-style-type: none"> Conversation between appropriate club official and U18 player regarding travel arrangements offered – this may include the option to have a parent on the coach or travel separately with parent. Team reminded of behaviours and expectations in line with Code of Conduct. Player has their own mobile and can ring parent at any time. 	Match Day Management	Low	June 2026 Academy Manager

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
			<ul style="list-style-type: none"> Where travelling by private vehicle, the aforementioned opportunities are offered or minimum of three people travel together. Pre-agreed arrangements made for U18 onward travel upon return to the club (especially in relation to night games). Ongoing review of arrangements with U18 player. Consent from U18 player / and their parent / carer in relation to travel is given. 			
Overnight Stays (Open-Age team with adult and U18 players)	<p>Risk of unwanted or inappropriate contact.</p> <p>Risk of grooming.</p> <p>Opportunities for U18 player to be exposed to adult themes. (alcohol)</p>	High	<ul style="list-style-type: none"> Consent from U18 player / and their parent / carer in relation to overnight stays is given. No U18 player will share a room with an adult unless this is a related adult e.g., brother / cousin and agreed by the U18 player and their parent / carer. Conversation between appropriate club official and player and parent / carer regarding overnight stay and options to: <ul style="list-style-type: none"> - Have a single room. - Attend / stay with an adult family member. - Room with another U18 player (must be individual beds). A separate risk assessment is undertaken which details specific arrangements related to this activity and the named person responsible for the U18 player. FA guidance note related to travel and overnight stays has been considered. SOCS utilised for player and staff details travelling 	Match Day Management / Club Secretary	Low	June 2026 Academy Manager
Match day operations (Child activities)	Safeguarding is not considered as part of match day arrangement (child activities) which may create risk.	High	<ul style="list-style-type: none"> A match day plan includes consideration to safeguarding. Where children are involved in match day activities (i.e. ball retrieval or mascots) additional risk 	Club Secretary	Low	On going – development of match day experience.

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
			<p>assessments are undertaken and appropriate supervision, procedures and consent are considered.</p> <ul style="list-style-type: none"> Utilising risk assessment for football 3G, stadium pitch and classrooms. 			
Match day operations (Spectators)	Safeguarding (spectators) is not considered as part of match day arrangement which may create risk.	Medium	<ul style="list-style-type: none"> A match day plan exists that considers all health and safety risks. i.e. car parking. A match day plan details identified safeguarding risks and mitigations; this includes (but is not limited to): <ul style="list-style-type: none"> Staff / volunteer responsibilities. Safer working procedures. / e.g. searching and ejecting spectators (FC - External Security) Process by which to raise a safeguarding concern. Age of entry is clearly communicated, along with expected behaviour. Meet area identified for lost U18's – Main reception 	Club Secretary / Match day operations / Sports academy staff	Low	June 2026 Academy Manager
Facility Access	External visitors / Public space	High	<ul style="list-style-type: none"> All official visitors are requested to sign in at reception on none match day. All U18's are to be supervised throughout sessions and during visit. Match day all spectators are expected to adhere to code of conduct. 	Staff / Coaches	Low	June 2026 Academy Manager
Safeguarding Education (Staff and volunteers)	Lack of safeguarding knowledge may mean staff / volunteers are not able to identify and respond to safeguarding concerns.	Medium	<ul style="list-style-type: none"> All staff, volunteers to complete FA safeguarding training relevant and required by their role. All staff from education employment with DBS checks. Renewal dates for safeguarding courses for all staff and volunteers are monitored to ensure recertification is completed in a timely manner. 	Welfare Officer	Low	June 2026 Academy Manager
Safeguarding education	Lack of safeguarding knowledge may mean players are not able to		<ul style="list-style-type: none"> Players are reminded of their safeguarding responsibilities and agree to a Code of Conduct. 	Welfare Officer	Low	June 2026 Academy Manager

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
(Players)	identify and respond to safeguarding concerns.		<ul style="list-style-type: none"> CWO and how to contact them is known to players. U18 players are provided with copy of Know Your Rights in Football All staff / volunteers aware of NSPCC and FA Whistleblowing details and Hartpury My Concern online forum. 			
Safeguarding awareness raising 7 concern reporting	Lack of safeguarding knowledge may mean parents / carers are not able to effectively support this child and / or identify and respond to safeguarding concerns.		<ul style="list-style-type: none"> Email communication with welfare officer details and club procedures. Introduction to safeguarding policy. 	Welfare Officer / Safeguarding Champion	Low	June 2026 Academy Manager
3.						
MANAGING ALLEGATIONS AND CONCERNS			<ul style="list-style-type: none"> 			
Making a referral or raising a concern (Awareness club wide, including U18 players)	Lack of understanding about how or when to refer could result in a delay in referring or non-referral.		<ul style="list-style-type: none"> Staff and volunteers follow the Safeguarding Policy regarding referring and managing an allegation or concern. Club ensures all staff / volunteers are briefed and aware of their safeguarding duty. Contact details for the Club Welfare Officer (Adult Teams) and referral process are readily available throughout the club, including the club website. Club ensures that all players have information pertaining to who they should raise concerns to and how. Club ensures that parents / carers of U18 know who they should raise concerns to and how. Club ensures that NSPCC and FA Whistleblowing contact details are known and shared throughout the club. 	Welfare Officer / Safeguarding Champion	Low	June 2026 Academy Manager

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
Confidential Information (Safeguarding records)	Confidential safeguarding information is not stored correctly and may be accessed.	High	<ul style="list-style-type: none"> Club has systems in place to ensure that safeguarding records are stored in a secure manner (Staff Advantage) Information is shared only or accessed with those who are required to know or are staff and have access 	Welfare Officer / Safeguarding Champion / Sports Academy Staff	Low	June 2026 Academy Manager
4. WORKING TOGETHER						
U18 player transition (between youth teams and the open-age team)	<p>Lack of joined up safeguarding process between youth and open-age teams may result in U18s having inconsistent experiences and concerns may be missed.</p> <p>Important information may not be shared.</p>	Medium	<ul style="list-style-type: none"> CWO works together with staff to plan transition for youth players into open-age football, ensuring that: (1) the needs of U18 player are considered at each stage, (2) relevant information is shared and (3) an introduction between the U18 player and the new CWO (Adult Teams) takes place. Processes between College and University are adhered. Safeguarding policy for Hartpury is followed. 	Management / Welfare Officer / Safeguarding Champion / Sports Academy Staff	Low	June 2026 Academy Manager
U18 Loan Signings & Dual registration (Bringing in or loaning out an U18 player)	Safeguarding is not considered when an U18 player joins or leaves the club on a short-term arrangement.	Medium	<ul style="list-style-type: none"> An appropriate club official works with an appropriate official from the parent club / club taking player on loan / dual registration to ensure that the loan move has safeguarding as a key consideration. An additional Risk Assessment is completed. This includes: <ul style="list-style-type: none"> Ensuring U18 player has a local point of contact with whom they can raise concerns. Ensuring appropriate transport and accommodation are in place. Ensuring regular “check ins” with U18 by both the parent club and club at which the player is on loan. Player and parent are informed throughout process and consent is given. 	Management / Secretary / U18 Academy Manager	Low	June 2026 Club Secretary

NLS (1 – 4): OPEN – AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

AREA OF CONCERN	WHAT ARE THE POSSIBLE RISKS TO CHILDREN (U18S) / ADULTS AT RISK OF HARM.	RISK LEVEL	ACTION TO REDUCE OR REMOVE THE RISK / CONCERNS?	RESPONSIBILITY	CHANGE TO RISK LEVEL	REVIEW ACTIVITY (WHO?)
			•			
OTHER CONSIDERATIONS			•			
			•			
			•			
			•			
5.						
			•			

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

PART C: MEDICAL EMERGENCY ACTION PLAN (MEAP)

MEAP - MATCHDAY STADIUM

CLUB NAME:	Hartpury Football Club
CLUB ADDRESS:	Hartpury Football Club, Hartpury University, Hartpury, Gloucestershire
POSTCODE:	GL193BE

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number
Sports Academy Staff	07969 766584
Club Physio – Martin Alps	07855 582977
Warden	07768 091041

ACCESS ROUTES	
1. For Ambulance	Enter Hartpury Campus (GL193BE) follow one way system to the stadium. When entering main campus follow signs to sports academy/ stadium – access down slip road (Signalled by staff)
2. First-Aid Room to Ambulance	Corner of the football pitch near public entrance.
3. Pitch to Ambulance	Corner of the football pitch near public entrance.

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	Entrance at Main Reception, Sports Academy 1 / Physio carrier portable unit on match day
First-Aid kit	Physio carriers kit / Main reception Sports Academy 1
Stretcher (if required and trained stretcher bearers present)	Physio carriers kit / Medical room next to stadium pitch, near public entrance to ground
First-Aid Room	Corner of the football pitch near public entrance / Down the tunnel and first changing room on the left (Changing room 8)

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	Gloucester Hospital, Great Western Rd, Gloucester GL1 3NN 0300 422 2222
Directions to hospital:	If you're driving, the journey is approximately 7 miles and takes around. From Hartpury University, head south on the A417, then take the A40 towards Gloucester. Follow signs for the hospital, which is located on Great Western Road, GL1 3NN
Journey Time:	15–20 minutes
Nearest Walk-in Centre (WIA) address:	Quayside House, Quay Street, Gloucester, Gloucestershire, GL1 2TZ

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

MEAP – TRAINING GROUND (WHERE DIFFERENT)

CLUB NAME:	
CLUB ADDRESS:	
POSTCODE:	

FIRST-AIDER/HELPER INFORMATION	
Name:	Mobile Number

ACCESS ROUTES	
1. For Ambulance	
2. First-Aid Room to Ambulance	
3. Pitch to Ambulance	

FIRST-AID EQUIPMENT AND FACILITY	
Item	Location
Defibrillator	
First-Aid kit	
Stretcher (if required and trained stretcher bearers present)	
First-Aid Room	

OTHER INFORMATION	
Item	Location
Nearest Hospital address: (with Emergency Department) Note: Include contact no.	
Directions to hospital:	
Journey Time:	
Nearest Walk-in Centre (WIA) address:	

NLS (1 – 4): OPEN-AGE TEAM SAFEGUARDING RISK ASSESSMENT TEMPLATE

PART D: SIGN OFF AND DISTRIBUTION

SAFEGUARDING RISK ASSESSMENT COMPLETED BY:	
Name:	Shaun Gluyas
Club/League role:	Welfare Officer
Signature:	<i>S.Gluyas</i>
Date:	24.02.26

Name:	Marc Richards
Club/League role:	Chairman
Signature:	<i>M.Richards</i>
Date:	24.02.26

AGREED BY BOARD SAFEGUARDING CHAMPION:	
Name:	Chris Knowles
Club/League role:	Hartpury Football Club
Signature:	<i>C.Knowles</i>
Date:	24.02.26

RISK ASSESSMENT DISTRIBUTION LIST

NAME OF PERSON RECEIVING	ORGANISATION	DATE	DISTRIBUTED BY
Marc Richards	Hartpury University	26.02.26	C. Knowles
Alan Powderhill	Hartpury University	26.02.26	C. Knowles
Martin Alps	Hartpury University	26.02.26	C. Knowles
Phil Clarke	Hartpury University	26.02.26	C. Knowles
Shaun Gluyas	Hartpury College	26.02.26	C. Knowles

End Note

Clubs are advised to undertake regular risk assessments of the club activities, ensuring that each one is named, signed and dated by those completing and approving it. Risk assessments are 'living documents' and should be updated and reviewed regularly and kept in active use to mitigate any new or changing risks. Clubs should undertake specific employee/volunteer risk assessments for anyone undertaking high-risk roles or tasks.